

POSITION DESCRIPTION

Position Title	Technical Coordinator
Reports to	Director - Sustainability Services and Reporting
Division	Sustainability Services

ROLE PURPOSE

Provide internal and external support in coordinating, reviewing, and developing technical materials relevant to Green Star rating tools and related activities, as well as supporting external project teams in achieving certification.

KEY RESPONSIBILITIES

Functional area	Activities
Technical coordination	Collate comments and feedback arising from the review of development materials, credits, discussion papers, and other materials.
	Assist in the development of Green Star credits, submission templates, flow diagrams, and education materials.
	Research topics and subjects related to the development of new or under review Green Star credits.
	Prepare briefings for the Leadership and Executive teams.
	Compile and review Submission Guidelines, Calculators, Calculator Guides, and Rating Tool Scorecards.
	Proofread and edit technical materials, minutes, queries, and records as needed.
Project team and stakeholder support	Coordinate internal and external activities, including query allocation and responses, technical support agreements, as well as meetings, workshops, and committees as required.
	Support the Green Star assessment process by ensuring that assessment results are technically correct and reported to the project teams in a timely manner
Communications	Internal stakeholder management, including Education, Marketing and Market Development teams.
	Managing all active Green Star email accounts, and any other communication channels.
	Continuously review and analyse internal processes and procedures and provide constructive feedback and suggestions for improvement

Functional area	Activities
	Answer general technical queries (via phone and email) related to the Green Star rating system and other sustainable building-related matters
	Interact with external stakeholders, including project teams and technical experts, and ensure that an excellent standard of service and a high level of customer satisfaction is provided.

HEALTH AND WELLBEING

Ensure a safe and supportive working environment for all GBCA employees by applying GBCA's policies in occupational health and safety, code of conduct, diversity, discrimination and harassment.

QUALIFICATIONS

- Tertiary degree with a focus on the built environment, either in architecture, engineering, interior design, facilities management or sustainable development; and
- Green Star Accredited Professional (desired but not essential).

SKILLS AND EXPERIENCE

- Experience with environmental rating systems and ESD concepts within the built environment.
- Excellent written and verbal communication skills.
- Organisational skills with the ability to manage competing deadlines.
- Strong analytical problem solving skills.
- Ability to work in a team.
- Adaptability in a fast paced and changing environment.
- Knowledge of Microsoft Word, Excel and PowerPoint.
- Knowledge and understanding of Green Star desired.